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Austin, Texas 78701

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jdonisi@winstead.com

March 4, 2014

Mr. Steve Sadowsky  
Historic Preservation Officer  
City of Austin  
505 Barton Springs Road  
Austin, Texas 78704

Via electronic delivery

**Re:   *Application for Certificate of Appropriateness/All Saints Episcopal Church;  
2629 Whitis Avenue***

Dear Steve,

Your office has requested that All Saints Episcopal Church ("ASEC") submit an Application for Certificate of Appropriateness relating to their historically zoned property located at 2629 Whitis Avenue. The Application is attached to this correspondence.

The applicant seeks to add a structured parking facility to their campus to serve both their parishioners and University of Texas students. The applicant currently has no detailed designs, dimensioned building plans or renderings of the potential parking facility. They have generated a very basic diagram indicating the desired footprint of the facility. Any parking facility on the ASEC campus is contingent upon approval of zoning (from MF-5 to CS-MU), which is currently in process. Until the use is allowed, ASEC is reticent to expend limited resources to produce detailed designs, dimensioned building plans or renderings.

The All Saints Chapel, located on the ASEC campus, was zoned historic in 1980 (Ordinance No. 801120-J). The historic zoning included Lots 10, 11, 12, 13, 14, and 15 of Block 10, Whitis Subdivision (the full eastern half of the ASEC Campus). The Chapel sits primarily on Lot 10 and on a portion of Lot 11. As part of the current zoning case, ASEC is proposing to retain historic zoning on all of Lots 10 and 11, where the Chapel is located. No structures or features exist on Lots 12, 13, 14, or 15. These lots contain a surface parking lot and signage, which the

March 4, 2014

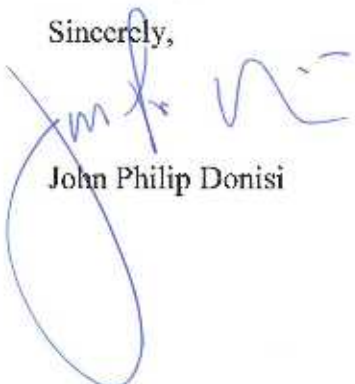
Page 2

potential parking facility would replace resulting (due to a smaller footprint) in an increase in open space and a reduction of impervious cover.

Coupled with the requested zoning, retaining historic zoning on Lots 10 and 11 will ensure that the All Saints Chapel, a cherished asset to ASEC and the community, remains protected and respected. It will also allow ASEC to grow and continue its mission to serve its parishioners and its neighbors.

Please let me know if I may provide additional information or answer any questions.

Sincerely,



John Philip Donisi

cc: Jerry Rusthoven, Planning and Development Review Department (*via electronic delivery*)  
Wendy Rhoades, Planning and Development Review Department (*via electronic delivery*)  
Mike McChesney, All Saints Episcopal Church (*via electronic delivery*)



# Application for Certificate of Appropriateness for a City Landmark or Local Historic District

Adopted December 2012

<b>Permit Information</b>	
<b>For Office Use Only</b>	BP- _____ PR- _____ C14H/LHD - _____
	Property Name or LHD: _____ Contributing/Non-contributing
	<input type="checkbox"/> RELEASE PERMIT <input type="checkbox"/> DO NOT RELEASE PERMIT <input type="checkbox"/> HLC REVIEW _____            FEE PAID: \$ _____
	HISTORIC PRESERVATION OFFICE _____ DATE: _____
<b>Property Information</b>	
Address: <u>2629 Whitis Avenue (South of existing structure)</u>	
<b>Scope of Work</b>	
<u>Add structured parking facility to undeveloped lots.</u>	
<b>Applicant</b>	
Name: <u>Winstead P.C. (John Philip Donisi)</u>	
Address: <u>401 Congress Avenue, Suite 2100</u>	
City/Zip: <u>Austin, TX 78701</u>	
Phone: <u>(512) 370-2878</u>	
Email: <u>jdonisi@winstead.com</u>	
<b>Owner</b>	
Name: <u>All Saints Episcopal Church</u>	
Address: <u>209 West 27th Street</u>	
City/Zip: <u>Austin, TX 78705</u>	
Phone: <u>(512) 476-3589</u>	
Email: _____	
<b>Architect or Contractor Information</b>	
Company: <u>Rhoad Partners</u>	
Address: <u>515 Congress Avenue, Suite 1600</u>	
City/Zip: <u>Austin, TX 78701</u>	
Phone: <u>(512) 473-0923</u>	

(See attached letter)

Owner's Signature

Date

Applicant's Signature

Date

3/4/2014

December 18, 2013

To Whom It May Concern:  
City of Austin

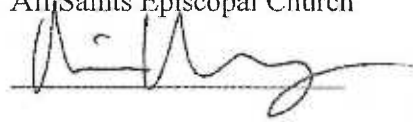
Re: All Saints Episcopal Church – Zoning Application for a 1.7309 acre piece  
of property located on the south side of West 27<sup>th</sup> street between Whitis  
Avenue and University Avenue (the "Property");

As the record owner of the above referenced property, I hereby authorize John Donisi at  
Winstead PC to act as agent to submit a Zoning Application to the City of Georgetown,  
Texas and we attest to all submittal regulations.

Sincerely,

Owner:

Mike McChesney  
All Saints Episcopal Church

A handwritten signature in black ink, appearing to read 'Mike McChesney', written over a horizontal line.

## ZONING

### RELATED CASES

NEIGHBORHOOD PLAN AMENDMENT (YES / NO)  
ACTIVE ZONING CASE (YES / NO)  
RESTRICTIVE COVENANT (YES / NO)  
SUBDIVISION (YES / NO)  
SITE PLAN (YES / NO)

FILE NUMBER: \_\_\_\_\_  
FILE NUMBER: \_\_\_\_\_  
FILE NUMBER: \_\_\_\_\_  
FILE NUMBER: \_\_\_\_\_  
FILE NUMBER: \_\_\_\_\_

### PROPERTY DESCRIPTION

(For the portion affected by this application) Provide either subdivision reference OR metes & bounds description.

1. SUBDIVISION REFERENCE: Name: \_\_\_\_\_ Block: 10 Lot: 10-15 Outlot: 15 Plat Book: 9211 Page: 427  
2. METES AND BOUNDS (Attach two copies of certified field notes) FILE NUMBER: \_\_\_\_\_

### DEED REFERENCE OF DEED CONVEYING PROPERTY TO THE PRESENT OWNER:

VOLUME: 9211 PAGE: 427 OR DOCUMENT # 0921100427  
SQ. FT: 81,166.40 or ACRES \_\_\_\_\_

Is this a SMART Housing Project? Yes No

If residential, is there other Tax Credits or Local/State/Federal funding? Yes No

### OTHER PROVISIONS

IS A VARIANCE TO THE SIGN ORDINANCE BEING REQUESTED? YES / NO

IS PROPERTY IN A COMBINING DISTRICT / OVERLAY ZONE? YES / NO

TYPE OF COMBINING DIST/OVERLAY ZONE (NP, NCC, CVC, WO, etc) \_\_\_\_\_ Historical

NATIONAL REGISTER DISTRICT? YES / NO

URBAN RENEWAL ZONE? YES / NO

IS A TIA REQUIRED? YES / NO TRIPS PER DAY: \_\_\_\_\_

GRID NUMBER (S) J24 \_\_\_\_\_

WATERSHED: Waller Creek WS CLASS: Urban

WATER UTILITY PROVIDER: City of Austin

WASTEWATER UTILITY PROVIDER: City of Austin

ELECTRIC UTILITY PROVIDER: Austin Energy

SCHOOL DISTRICT: Austin Independent School District

### OWNERSHIP INFORMATION

TYPE OF OWNERSHIP \_\_\_ SOLE \_\_\_ COMMUNITY PROPERTY \_\_\_ PARTNERSHIP ☒ CORPORATION \_\_\_ TRUST  
If ownership is other than sole or community property, list the individuals, partners, principals, etc. below or attach a separate sheet.

### OWNER INFORMATION

SIGNATURE: \_\_\_\_\_ NAME: Mike McChesney

FIRM NAME: All Saints Episcopal Church TELEPHONE NUMBER: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: 209 West 27th Street Austin, Texas 78705

### AGENT / PRINCIPAL CONTACT (If applicable)

SIGNATURE: \_\_\_\_\_ NAME: John Donisi

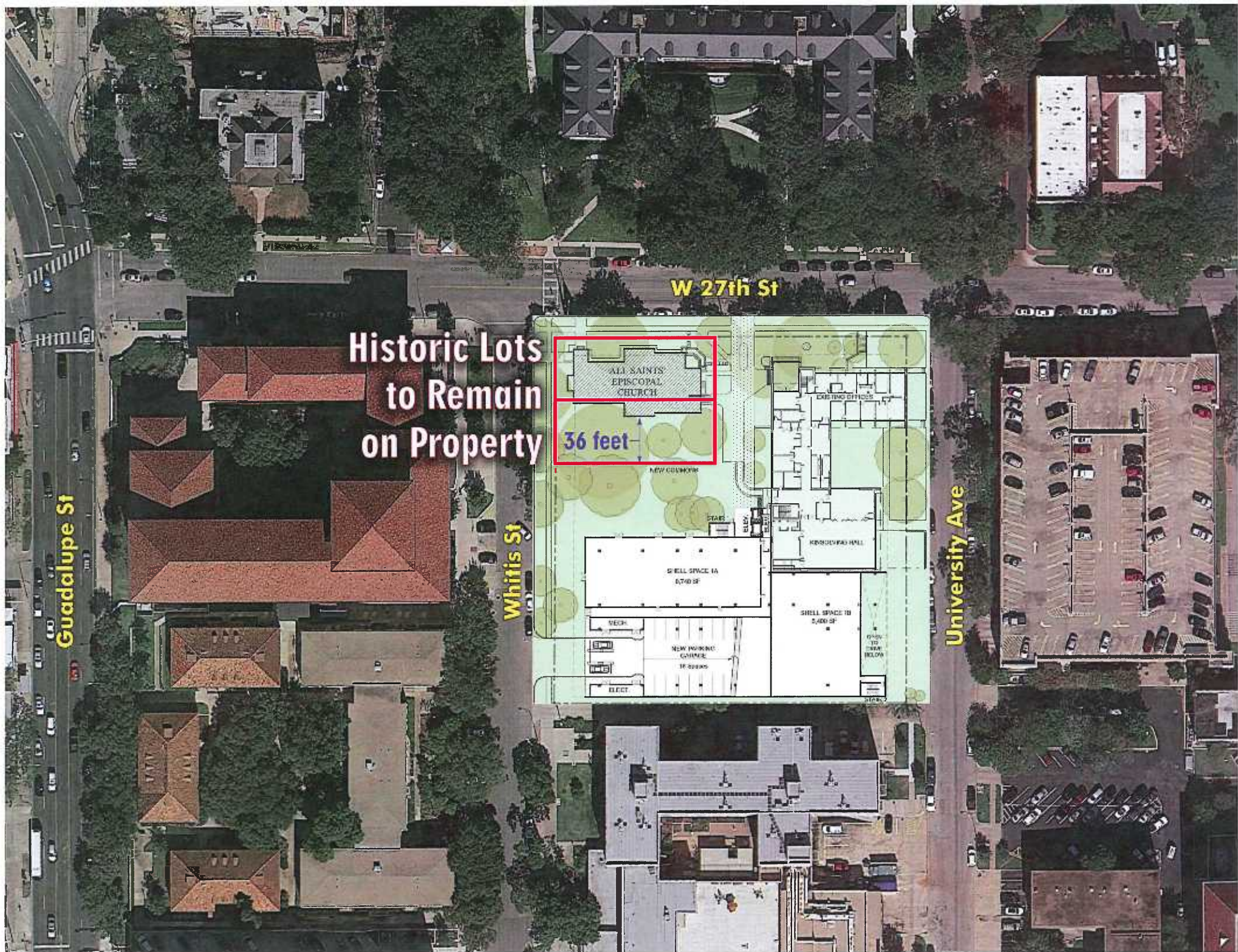
FIRM NAME: Winstead PC TELEPHONE NUMBER: 512-370-2878

STREET ADDRESS: 401 Congress Ave

CITY/STATE/ZIP: Austin, Texas 78701

CONTACT PERSON: Stephen Rve TELEPHONE NUMBER: 512-370-2909





W 27th St

Historic Lots  
to Remain  
on Property

ALL SAINTS  
EPISCOPAL  
CHURCH

36 feet

NEW COLONNAD

STAIRS

ELEV.

SHELL SPACE 1A  
6740 SF

RENOVATED HALL

SHELL SPACE 1B  
5400 SF

TECH

ELECT

NEW PARKING  
GARAGE  
18 SPACES

DRIVE TO  
TRAIL BELOW

Guadalupe St

Whittis St

University Ave





University Ave

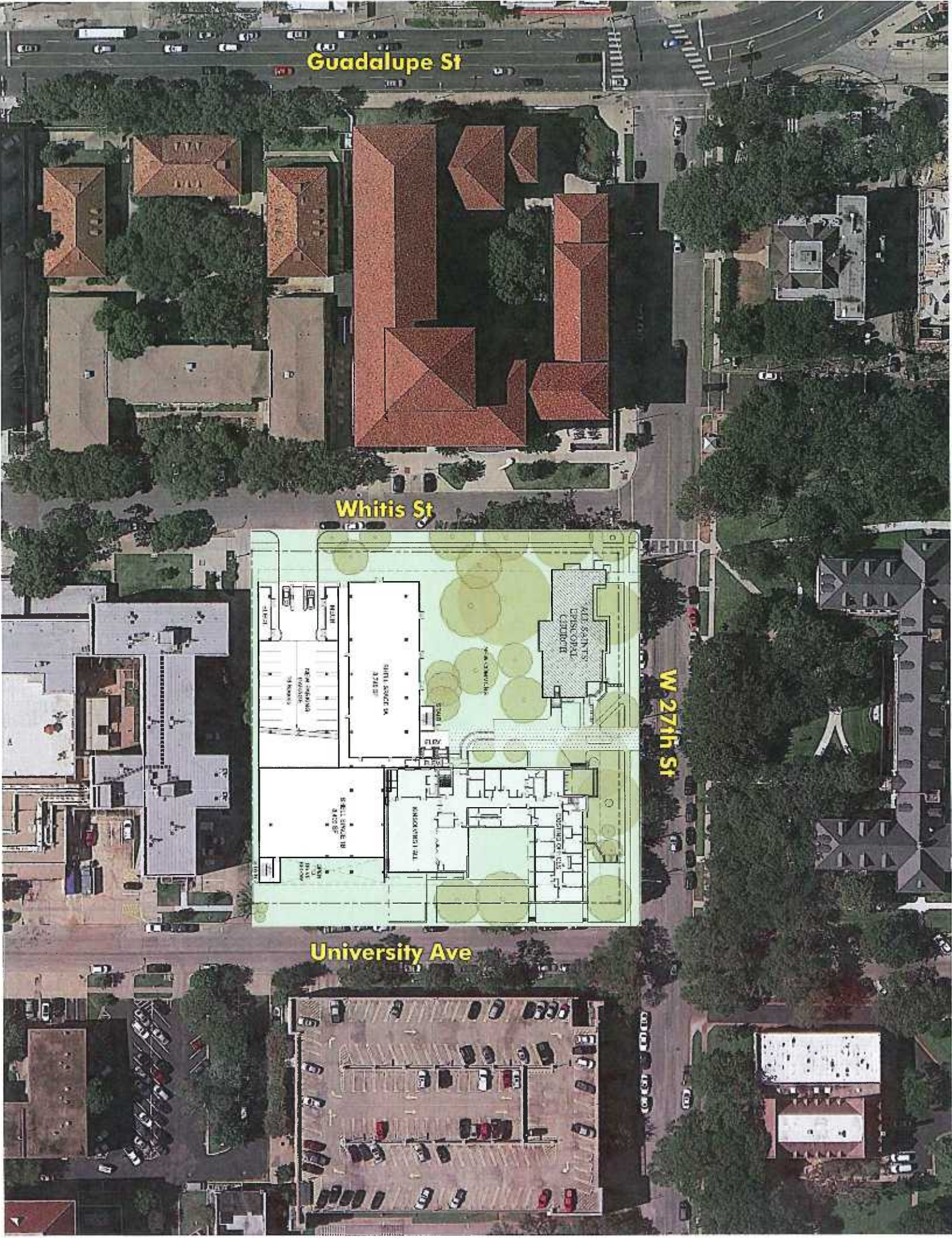
W 27th St

Whitts St

Historic Lots  
to Remain  
on Property

Guadalupe St









## Application for Certificate of Appropriateness for a City Landmark or Local Historic District

Adopted December 2012

The Historic Landmark Commission (HLC) reviews proposed exterior and site changes to City Historic Landmarks and properties in Local Historic Districts to assist owners in retaining the character-defining architectural features of important historic sites and districts. An approved Certificate of Appropriateness from the HLC is required in advance of performing all non-routine exterior and site work, including installation of signage. Your building permit will not be released without an approved Certificate of Appropriateness review by the City HPO or the HLC.

A Certificate of Appropriateness is required for all non-routine exterior work, including alterations to historic materials or the visual appearance of a site or building façade. These include additions to existing buildings, construction of new buildings, re-painting of Landmarks with new colors, changes in roof color or materials, major landscape work including pools, and changes in sidewalks and driveways. HLC review is usually not required for ordinary maintenance work such as re-painting with existing colors and performing routine repairs using like materials. Please check with the City HPO if you are uncertain whether a historic review is required.

Submit your building permit application for zoning review first, and provide a copy of the reviewed and stamped application and site plan to the City HPO prior to review by the HLC to ensure that your plans conform to all applicable zoning regulations. **If a modification is required from the Residential Design and Compatibility Commission or Board of Adjustments, that approval must be obtained prior to review by the HLC.** This form does not substitute for other required permit review applications.

The City HPO may approve certain minor projects without a review by the HLC. Minor projects include the construction of one-story rear additions of less than 600 square feet, two-story additions not visible from the street, and pools, decks, fences, back porch enclosures or other minor features

### Submittal Requirements:

- ☐ 1. One set of dimensioned building plans, with the scale indicated on each sheet, including elevations, floor plan, site plan or layout, and a roof plan. Plans must indicate all proposed exterior and site changes (additions, alterations, new construction, or demolition). For changes and additions, the plan set must show existing and proposed conditions. Mechanical and electrical plans are not necessary.
  - a. Elevation sheets must specify all exterior building materials and finishes to be used, i.e., siding, roofing, windows, doors, fences, etc.
  - b. For review purposes electronic submittal of plans in PDF format is preferred. If hard copies are submitted original plans should be no larger than 11" x 17" and be of a good, reproducible quality. If you require a full-size set, these will be stamped for approval after review by the City HPO or HLC.
  - c. Material samples, specifications or manufacturer information may be requested by staff.
- ☐ 2. Color photographs of the structure and site. Include overall elevation views and close-ups of all affected areas being modified. Digital images submitted electronically are preferred

### Submittal Process:

1. Apply for a city building, demolition, and/or relocation permit and obtain zoning compliance approval from City Zoning Review staff.
2. Complete the application for a Certificate of Appropriateness for a City Landmark or Local Historic District with all required information, plans, and photographs, and review fee, payable by check to the City of Austin.
3. Submit all application materials to the City HPO per the submittal deadline schedule available on the HPO web site or at the HPO office.

**Preliminary Review by Certificate of Appropriateness Committee:** The Certificate of Appropriateness Committee is made up of three members of the HLC. Applicants may have their projects reviewed by this Committee prior to submitting for final review by the HLC. The Committee provides informal review of projects, may suggest revisions to plans and specifications to meet standards, and makes recommendations to the full HLC regarding applications.

**Historic Landmark Commission Meetings:** The HLC generally meets on the fourth Monday of every month at 7:00 p.m., unless otherwise announced. Applicants or their agent are advised to attend the meeting to present information to the Commission and to answer any questions the Commission may have regarding the project. Failure to attend a Commission meeting may result in a postponement or denial of your application.

**Reviewed plans:** Once reviewed by the HLC, the HPO staff will provide stamped copies of the reviewed plans to the applicant within 10 days after the meeting, unless further information is required by the Commission for release of the permit. No permit will be released until the required review by the City HPO or the HLC is complete, and no work may commence until the applicant obtains necessary permit(s).

**Fees:** All applications for review must be accompanied with the appropriate review fee per the City's permit fee schedule. If the application requires review by the Historic Landmark Commission an additional notification fee must be paid as well.



## **Application for Certificate of Appropriateness for a City Landmark or Local Historic District**

Adopted December 2012

### **GENERAL DESIGN GUIDELINES USED FOR REVIEW OF CERTIFICATES OF APPROPRIATENESS FOR CITY LANDMARKS**

The following guidelines, based upon the Secretary of the Interior's Standards for the Rehabilitation of Historic Properties, are used to review projects in the National Register Historic Districts:

- The distinguishing original qualities or character of a property and its environment shall not be destroyed. Removal or alteration of any historic material or distinctive architectural features should be avoided.
- All properties shall be recognized as products of their own time. Alterations which have no historical basis and which seek to create an earlier appearance shall be discouraged.
- Changes which have taken place in the course of time may have acquired significance in their own right, and shall be recognized and respected.
- Distinctive stylistic features or examples of skilled craftsmanship which characterize a property shall be treated with sensitivity.
- Deteriorated architectural features shall be repaired rather than replaced whenever possible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, color, texture, and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historical, physical, or pictorial evidence.
- Surface cleaning of structures shall be undertaken with the gentlest means possible. Sandblasting and other cleaning methods that will damage the historic building materials shall not be undertaken.
- Contemporary design for alterations and additions to existing properties are appropriate when such alterations and additions do not destroy significant historic, architectural, or cultural material and are compatible with the size, scale, color, material, and character of the property, neighborhood, or environment.
- Whenever, possible, new additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would not be impaired.
- The installation of protective or code-required mechanical systems shall be concealed whenever possible so as not to intrude upon or detract from the property's aesthetic and historical qualities except where concealment would result in the alteration or destruction of historically significant materials or spaces.
- Reconstruction of a part or all of a property shall be undertaken only when such work is essential to reproduce a significant missing feature in a historic district, and documentation exists to ensure an accurate reproduction of the original.

### **DESIGN STANDARDS USED FOR REVIEW OF CERTIFICATES OF APPROPRIATENESS FOR PROPERTIES IN LOCAL HISTORIC DISTRICTS**

Applications for Certificates of Appropriateness for properties in Local Historic Districts are reviewed based on the Preservation Plan and Design Standards adopted for each Local Historic District.